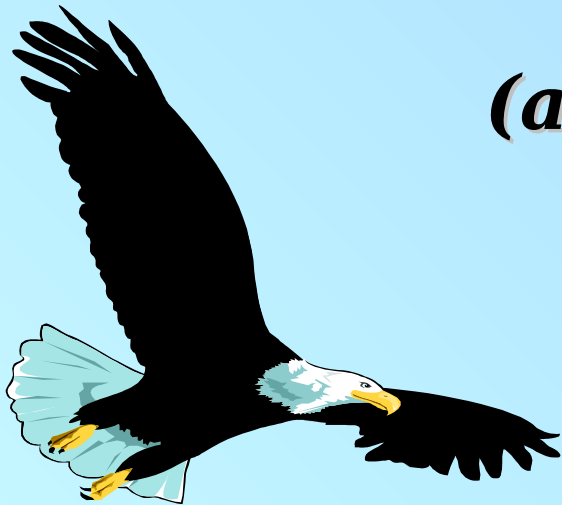




Government Purchase Card

(GPC)

(aka IMPAC)



Derwin Laster

WR-ALC Government Purchase Card Progra



Monthly Oversight



- CARE Reports (Save to Excel)
 - Members List
 - Unusual Spending Activity
 - Summary Reports
 - Transaction Management Reports
- GPC Team Assigned Same Level
 - Always Check CARE First
 - Any Request for Additional Data Also Includes Suggestion to Address Future Issues in CARE
 - All requests go to the AO

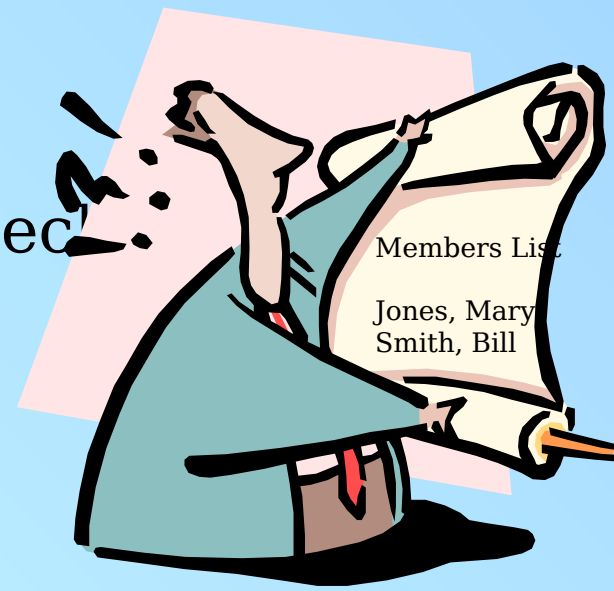




Members List



- Cardholder Master File (Open Accounts Only)
 - # of CH and AO
 - New Accounts
 - 90 Day Audits
 - Forward to AO with audit check





Exception Report



- Unusual Spending Activity
 - Potential Splits
 - Majority of “splits” are under \$2,500
 - Non-workday buys may be typical
 - Note: Dates based upon posting date and not order date





Summary Reports



- Transaction Summary
 - Review all buys over \$2,500
 - JWOD compliance
 - “Unusual” merchant
 - Purchase patterns
- Monthly Reporting
 - # of actions, dollars





Transaction Management Reports



- Managing Account Certification Status
 - Status of AO Approval
 - Review after 5 workdays
 - Review before 15 calendar days
 - Review on 25th calendar day
 - Set AO limit to \$1 after 30 days
 - Date And AO CARE ID Are Listed Once Certified by FM
 - Useful when linking new billing accounts

